

DUTY STATEMENT

GS 907T (REV. 1/98)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

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EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Human Resources	POSITION NUMBER (Agency - Unit - Class - Serial) 306-273-5393-XXX
UNIT NAME AND CITY LOCATED Training and Performance Enhancement Section (TPES), Sacramento	CLASS TITLE Associate Governmental Program Analyst
WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. – 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO Succession Planning & Workforce Development Unit
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) - - -

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Succession Planning and Workforce Development Unit Manager, the incumbent supports DGS's succession planning and workforce development (SPWD) efforts. The incumbent will promote and be accountable for customer satisfaction and quality service; and will initiate or recommend changes that promote innovative solutions to meet departmental and customer needs in effort goals.

% of Time	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>ESSENTIAL FUNCTIONS</p> <p>All work to be accomplished following civil service merit principles in accordance with civil service law and rules utilizing the California Code of Regulations, Personnel Management Policy and Procedures Manual (PMPPM), Classification and Pay Guide, Personnel Management Liaison Memos (PMLs), DPA Pay Letters and State Personnel Board (SPB) Pinkies, the Selection Manual and Federal Uniform Guidelines on Employee Selection, the Personnel Procedures Manual (PPM), and the Benefits Administration Manual (BAM) or issued Human Resources Memorandum.</p> <p>Note: The employee may be required to occasionally travel and/or work overtime. As such, the employee must agree and have the ability to travel and/or work overtime (as needed).</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I CERTIFY THAT I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB, WITH OR WITHOUT REASONABLE ACCOMMODATION.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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% of Time	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
25%	<p>In order to establish and implement the Workforce Planning Model infrastructure necessary to support departmental SPWD efforts, the incumbent</p> <ul style="list-style-type: none"> • Researches effective SPWD practices of both public and private sector entities and determines processes, tools and solutions applicable to departmental needs • Develops and recommends policies and procedures using knowledge of (and having access to) current and changing business practices and trends gleaned from within the department, other state entities, and the private sector: • Determines necessary action steps for infrastructure implementation and support • Assists in identifying roles and responsibilities for each action step • Assists in development of departmental and divisional roll-out strategy, including communication plans and feedback mechanisms • Identifies action step timeframes and milestones to evaluate program progress
25%	<p>In order to continuously support DGS's Workforce Planning Model infrastructure, the incumbent:</p> <ul style="list-style-type: none"> • Analyzes current workforce data (project retirements, determine attrition data and identify critical classifications and impacted programs and functions) • Assesses and determines future needs (performs gap/surplus analysis on staff levels and core competency requirements) • Develops, implements and monitors operational action plans (in partnership with divisions) • Develops, implements and monitors SPWD action strategies (in partnership with DGS divisions, internal disciplines and/or external resources) • Researches and facilitates implementation of best practice staff retention strategies • Provides guidance, consultation, recommendations, training and acts as a liaison to management and stakeholder teams in planning, organizing and implementing action plans. • Researches, analyzes and completes the most complex types of special projects, administrative assignments and reports related to internal areas of operation, strategic goals and performance measures • Serves as lead analyst and/or backup to the SSM I or other SPWD Unit staff (as needed basis)
10%	<p>In order to establish and maintain effective communication channels and represent the SPWD Unit, the incumbent:</p> <ul style="list-style-type: none"> • Attends and participates in meetings and briefings with HR management, the Director, Chief Deputy Director, Deputy Directors, Executive Officers/Directors, Office/Branch Chiefs, and executive level management as well as general staff within DGS or other State agencies/departments • Forms cooperative relationships within the department, other state agencies, public/private sector and/or interested parties through presentations, forums, meetings and other forms of communication • Represents the department at meetings, conferences or forums on related issues • Shares program successes, progress and areas of concern with Executive and Management teams, and OHR/program area management or staff • Creates and conducts presentations to share the SPWD program with the Executive Team, Management Team, managers and supervisors, departmental staff and other interested parties • Drafts Human Resources Memorandums, proposals or reports relating to the SPWD program • Serves as liaison and lead to DGS and/or other webmasters to interface SPWD information on the DGS Internet/Intranet and TPES portal

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10%	<p>In order to provide guidance and tools necessary for program areas to conduct SPWD activity, the incumbent:</p> <ul style="list-style-type: none"> • Provides resources to enable program staff and subject matter experts to understand key processes and associated critical positions • Works with program area subject matter experts and their management to determine critical positions based upon retirement data, vacancy reports, or other data • Provides tools and processes to program areas to assist them in determining the core competencies associated with their critical positions • Researches private and public entities to identify organizations suitable for forming partnerships to support departmental and program activities • Develops cooperative working relationships with identified groups by sharing resources, attending networking events and regularly communicating via email, telephone or in person • Designs presentation materials and tools that effectively communicate the department's purpose, needs and benefits • Serves as liaison and lead coordinator to interface processes on website support systems
10%	<p>In order to stay abreast of best practices and innovations regarding SPWD efforts, the incumbent:</p> <ul style="list-style-type: none"> • Researches, evaluates and compares effective practices of both public and private sector entities and determines the processes, tools and solutions that are applicable to the needs of the department • Participates in subject related Ad Hoc or focus group meetings and training • Establishes and maintains cooperative relationships within the department and other public and private sector entities through presentations, forums, meetings and other forms of communication
10%	<p>In order to track, evaluate and measure the effectiveness of SPWD efforts, the incumbent works independently or in concert with OHR and program staff (as necessary) to:</p> <ul style="list-style-type: none"> • Create templates to ensure thoroughness and consistency in evaluating program efforts • Create feedback, measurement and evaluative mechanisms • Identify milestones to evaluate program progress • Assess progress toward program goals • Formulate alternatives utilizing knowledge of current SPWD practices and management analysis • Create reports relating to departmental and program progress in achieving goals
5%	<p>In order to support the Recruitment Officer (housed within the SPWD Unit) and departmental recruitment functions, the incumbent</p> <ul style="list-style-type: none"> • Provides backup assistance to the DGS Recruitment Officer (on an as needed basis) • Attends career/job fairs and industry sponsored events (as needed)
5%	<p>In accordance with procurement procedures and regulations, incumbent obtains goods and services for TPES and will:</p> <ul style="list-style-type: none"> • Coordinate orders (through use of appropriate procurement systems) of any requests from TPES staff and managers. • Compile bid requests, obtain bids, and coordinate acquisition of supplies and services (obtained through contract processes) on an as needed basis. • Serve as coordination backup to other OHR/TPES procurement staff as necessary.

DUTY STATEMENT

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KNOWLEDGE AND ABILITIES*Knowledge of :*

Principles, practices and trends of public and business administration, including management and supportive staff services such as personnel, management analysis, planning, program evaluation or related areas; the department's goals and policies; government functions and organization at the State and local level.

Ability to :

Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; establish and maintain project priorities; and develop and effectively utilize all available resources.

SPECIAL PERSONAL CHARACTERISTICS:

Ability to act independently, be open-minded and flexible to other ideas and solutions, and be tactful.

INTERPERSONAL SKILLS:

Ability to motivate; work cooperatively with all levels in the organization; gain, as well as give, confidence and trust of others.

DESIRABLE QUALIFICATIONS:

Extensive knowledge of current SPWD policies, practices, trends, and strategic plans.

Experience developing and implementing HR policies and practices statewide.

Experience working with both departmental and office teams resolving various personnel-related issues.

Experience handling multiple courses of action simultaneous.

Experience working with control agencies to resolve sensitive issues.

Experience directing and motivating teams.

Ability to express ideas and information in written form clearly, accurately, and in an organized manner.

Ability to express ideas and facts orally in a clear and understandable manner.

ADDITIONAL QUALIFICATIONS:

Ability to make decisions that consider relevant facts and information, potential risks and benefits, and short- and long-term consequences or alternatives.

Ability to anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using innovative and creative approaches.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

Business dress in accordance to office environment.

Select, access, and use necessary information, data, and communications-related technologies, such as personal computer applications, telecommunications equipment, Internet, voice mail, email, etc.

Handle stress well.

Meet critical deadlines.

Multi-task with changing priorities.

Solve problems by selecting and applying appropriate methods such as quantitative reasoning.

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15%	<p>In order to establish and maintain effective communication channels and represent the SPWD Unit, the incumbent:</p> <ul style="list-style-type: none"> • Attends and participates in meetings and briefings with staff within DGS or other State agencies/departments • Forms cooperative relationships within the department, other state agencies, public/private sector and/or interested parties through presentations, forums, meetings and other forms of communication • Represents the department at meetings, conferences or forums on related issues • Shares program successes, progress and areas of concern with OHR/program area staff • Creates and conducts presentations to share the SPWD program with departmental staff and other interested parties • Drafts Human Resources Memorandums, proposals or reports relating to the SPWD program • Serves as liaison to the DGS and/or other webmasters to interface SPWD information on the DGS Internet/Intranet and TPES portal

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10%	<p>In order to stay abreast of best practices and innovations regarding SPWD efforts, the incumbent:</p> <ul style="list-style-type: none"> • Assists in research and evaluation of public/private sector practices to determine effective processes, tools and solutions applicable to meeting departmental needs • Participates in subject related Ad Hoc or focus group meetings and training • Establishes and maintains cooperative relationships within the department and other public and private sector entities through presentations, forums, meetings and other forms of communication
5%	<p>In order to track, evaluate and measure the effectiveness of SPWD efforts, the incumbent works with unit, OHR and program staff to:</p> <ul style="list-style-type: none"> • Create templates to ensure thoroughness and consistency in evaluating program efforts • Create feedback, measurement and evaluative mechanisms • Identify milestones to evaluate program progress • Assess progress toward program goals • Formulate alternatives utilizing knowledge of current SPWD practices and management analysis • Create reports relating to departmental and program progress in achieving goals
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